



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC1119AN19

JUDICIAL OPERATIONS MANAGER

In-House

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply)

Opening Date: 11/19/2019

Closing Date: 12/1/2019

Anticipated Vacancy

Salary: \$41,951.75 - \$49,355.00 (85% - Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center (formerly New Castle County Courthouse), **City of Wilmington (Please check this location on your application).**

Nature and Scope: This is the first line manager for a major functional unit of Superior Court Prothonotary operations. This manager will primarily be responsible for the training of new and existing staff within the Prothonotary Department. This includes training methods such as lecture, e-training, production of process guides, structured exercises, role playing or group discussion as well as the use of multimedia tools. This position will also assist in developing and analyzing training needs assessments in concert with the Prothonotary Management Team. The candidate may assist staff by attending court, preparing and producing daily calendars and scheduling court proceedings. This position works with a variety of internal and external agencies to identify and resolve issues that impact court operations. Such agencies include but are not limited to: the Department of Justice, the Office of the Public Defender, the Department of Corrections, DELJIS, JIC and Delaware Public Archives.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three years' experience in legal case flow management, which includes managing cases as they move through the legal process.
2. One-year experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. One year' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One-year experience in narrative report writing & statistical preparation.
5. Two years' experience in staff supervision, which includes planning, assigning, reviewing, and evaluating the work of others.
6. Six months experience in developing and analyzing training needs assessments at the Individual, job or organizational level.
At least one year' experience presenting training or education courses using a variety of training methods such as lecture, e-training, structured exercises, role play or group discussion, as well as the use of training materials such as overheads, PowerPoint, handouts or videos.
7. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://www.ben.omb.delaware.gov/>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/career/>. Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.superior@delaware.gov
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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